Job Title: Intern (04)

Job Description: The International Centre for Climate Change and Development (ICCCAD) is seeking four highly motivated and detail-oriented Project Intern to join our CAP-RES (Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience) project team in Dhaka. The successful candidate will work closely with our project managers and other team members to assist in the planning, executing, and monitoring of the project. This is an excellent opportunity for a student or recent graduates to gain hands-on experience and develop their skills in project management and research on climate change.

Responsibilities:

- Assisting the project manager or team leader in the planning and execution of the project.
- Conducting research and gathering data to support project tasks
- Helping to create project timelines and schedules
- Settling the project's bills and voucher to the finance
- Support in designing project visibility documents
- Assisting with project documentation and communication
- Participating in team meetings and providing updates on assigned tasks
- Helping to identify and manage project risks and issues
- Assisting with the development and implementation of project deliverables
- Supporting the project manager in ensuring that projects are completed on time, within budget, and to the satisfaction of all stakeholders.

Requirements:

- Currently enrolled in or recent graduate of a degree program in project management, environmental science, development studies, economics, Finance, accounting, CSE or geography.
- Strong organizational and time management skills
- Strong attention to detail and ability to multitask
- Strong communication and collaboration skills
- Strong analytical and problem-solving skills
- Familiar with project management software, GIS, Graphics design, illustrator, CANVA, Tableau, and SPSS is a plus point.

Contract:

- Duration: Six (06) months (January-June, 2024) contract with the possibility of extension based on performance
- Location: Dhaka, with frequent field visits around the country as per program requirement

- Monthly gross salary and other benefits as per organization policy
- Reporting line: Project Manager

Potential candidates meeting all the above requirements are requested to apply along with your CV and cover letter. The application deadline is November 25, 2023. ICCCAD is an equal-opportunity employer and encourages all qualified candidates to apply. Female candidates are strongly encouraged to apply.